

Technical Training Competency 1.9

Competency 1.9 Technical training personnel shall demonstrate the ability to conduct a classroom training session or make a formal presentation to a group of personnel.

1. Supporting Knowledge and Skills

- a. Gather or develop the instructional materials that will be used for the presentation.
- b. Adequately prepare for the session.
- c. Ensure that the facilities adequately support the training environment.
- d. Present the materials using proper instructional techniques.
- e. Evaluate trainee retention of the material as applicable.
- f. Obtain feedback from the trainees on the adequacy and applicability of the presentation.

2. Self-Study Activities (corresponding to the intent of the above competency)

Below are two web sites containing many of the references you may need.

Web Sites		
Organization	Site Location	Notes
Department of Energy	http://wastenot.inel.gov/cted/stdguido.html	DOE Standards, Guides, and Orders
U.S. House of Representatives	http://law.house.gov/cfr.htm	Searchable Code of Federal Regulations

Read page 33 of DOE-STD-1070-94, U.S. Department of Energy Standard, *Guidelines for Evaluation of Nuclear Facility Training Programs*.

Read pages 46 through 47, Section 5.1.3, and pages 53 through 57 of DOE-HDBK-1078-94, US Department of Energy Handbook, *Training Program Handbook: A Systematic Approach to Training*.

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Read page 33 and review Attachment 19, pages 126 through 128, of DOE-HDBK-1078-94, U.S. Department of Energy Handbook, *Training Program Handbook: A Systematic Approach to Training*.

Read pages 3-15, 4-10, and 4-21 through 4-22 of *The Occasional Trainer's Handbook*.

EXERCISE 1.9-A Review page 166, Attachment 32, "Post-training Questionnaire," DOE-HDBK-1078-94.

EXERCISE 1.9-B Review Page 4-2, Figure 4-1, of *The Occasional Trainer's Handbook*.

EXERCISE 1.9-C Review pages 151 through 152, Attachment 24, "Instructor Activities," DOE-HDBK-1078-94.

EXERCISE 1.9-D Review page 4-23, "Practicing Your Presentation," of *The Occasional Trainer's Handbook*.

3. Summary

A effective classroom training session or presentation to a group of personnel is based on:

- creation/gathering of instruction materials
- selection of instructional methods/media
- instructors adherence to lesson plan/objectives
- planning of logistical arrangements/training environment for presentation
- development/enhancement of delivery skills
- development/enhancement of delivery skills
- practice of session
- evaluation of session

4. Exercise Solutions

EXERCISE 1.9-A Review page 166, Attachment 32, Post-training Questionnaire, DOE-HDBK-1078-94

ANSWER 1.9-A None required.

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EXERCISE 1.9-B Review Page 4-2, Figure 4-1, of *The Occasional Trainer*

ANSWER 1.9-B None required.

EXERCISE 1.9-C Review page 151-152, Attachment 24, Instructor Activities, DOE-HDBK-1078-94

ANSWER 1.9-C None required.

EXERCISE 1.9-D Review page 4-23, Practicing Your Presentation, of *The Occasional Trainer*.

ANSWER 1.9-D Identify results of presentation practice, as listed on page 4-21.